



SMALL BUSINESS ENTERPRISE (SBE) DOCUMENT CHECKLIST

All Applicants

- ☐ 1. Completed SBE Certification application.
- ☐ 2. Completed SBE Affidavit of Certification.
- ☐ 3. Proof of U.S. citizenship in the form of a U.S. Passport *or* Permanent Resident Card *or* Certificate of Naturalization *or* birth certificate and government issued photo identification (e.g. driver's license).
- ☐ 4. Completed Personal (Financial) Net Worth Statement for all owners, constituting 51% ownership.
- ☐ 5. Complete **signed** copies of personal **federal** tax returns for the past three (3) years for each owner constituting 51% ownership. Include all schedules.
- ☐ 6. Complete **signed** copies of business **federal** tax returns for the past three (3) years. Include all schedules.
- ☐ 7. Year-end financial statements of the business for the past three (3) years or life of the firm if less than three years. A new business must provide a current financial statement. Non-CPA statements are acceptable.
- ☐ 8. A Certificate of Good Standing from the Maryland Department of Assessments and taxation (www.dat.state.md.us) is required for all certified firms (Corp.-LLS.-Part). If not submitted with the application package, proof of good standing must be provided prior to certification.

Additional Documents for Corporation:

- ☐ 1. Official Articles of Incorporation (signed by the State official).

- ☐ 2. Both sides of all corporate stock certificates and your firm's stock transfer ledger.
- ☐ 3. Minutes of **all** Stockholders and Board of Directors meetings.
- ☐ 4. Corporate By-laws and any amendments.

Additional Documents for Limited Liability Company:

- ☐ 1. Copy of the firm's official Articles of Organization signed by the State official.
- ☐ 2. Copy of the original and amended Operating Agreement.

Additional Document for Partnership:

- ☐ 1. Original and any amended Partnership Agreement.